

United States Department of the Interior  
Bureau of Land Management

Page 1 of 14 Pages

# ASSISTANCE AGREEMENT

NOTE: By signing this document, the recipient accepts this agreement and agrees to perform in accordance with all the enclosed terms, conditions, and documents attached hereto.

1. AGREEMENT NO.  
PAA 02 7002

2. TASK ORDER NO.

3. TYPE OF AGREEMENT (Check one)

☐ GRANT

☒ COOPERATIVE AGREEMENT

4. NAME, ADDRESS AND PHONE NO. OF ASSISTANCE OFFICER

Modestenia Bush  
USDI-Bureau of Land Management  
1849 C Street, NW - Room 1075LS  
Washington, DC 20240  
202-452-5175 (voice); 202-452-5141 (fax)

5. NAME, ADDRESS AND PHONE NO. OF RECIPIENT

Mr. Scott Weaver  
The Student Conservation Association, Inc.  
689 River road  
Charlestown, NH 03603-0550  
602-543-1700

6. NAME, ADDRESS AND PHONE NO. OF ASSISTANCE REPRESENTATIVE

Douglas Blankinship  
USDI-Bureau of Land Management  
1849 C Street, NW - Room 406LS  
Washington, DC 20240  
Telephone: 202-452-5079

7. NAME, ADDRESS AND PHONE NO. OF RECIPIENT'S PROJECT MANAGER

Federal Land Policy and Management Act of 1976

8. PROGRAM STATUTORY AUTHORITY -

9. STARTING DATE: October 1, 2001

10. EFFECTIVE DATE: October 1, 2001

11. COMPLETION DATE: September 30, 2006

12. TYPE OF RECIPIENT (Check one)

- ☐ STATE  
☐ LOCAL GOVERNMENT  
☐ INDIAN TRIBAL GOVERNMENT  
☐ EDUCATIONAL INSTITUTION  
☐ INDIVIDUAL  
☐ FOR-PROFIT ORGANIZATION  
☒ NON-PROFIT ORGANIZATION  
☐ OTHER (SPECIFY) \_\_\_\_\_

13. FUNDING INFORMATION

	Recipient	BLM
This obligation	\$ _____	\$ <u>Per Individual Task Order</u>
Previous obligation	\$ _____	\$ _____
Total obligation	\$ _____	\$ _____
Share Ratio	_____ %	_____ %

14. ACCOUNTING AND APPROPRIATION DATA: Per Individual Task Order

15. PROJECT TITLE AND BRIEF SUMMARY OF THE PURPOSE AND OBJECTIVES: To provide youth and adults with opportunities and work experience in natural resource management on public lands related to the Bureau of Land Management Volunteer Program.

16a. NAME AND TITLE OF SIGNER (Type or print)  
SCOTT C. WEAVER  
SENIOR VICE PRESIDENT FOR  
GOVERNMENT RELATIONS & MARKETING

17a. NAME AND TITLE OF ASSISTANCE ORDERING OFFICER (Type or print)  
MODESTENIA BUSH - WO 005

16b. RECIPIENT

Scott C. Weaver  
(Authorized Signature)

16c. DATE SIGNED

11/20/01

17b. UNITED STATES OF AMERICA

BY Modestenia Bush  
(Signature of Assistance Officer)

17c. DATE SIGNED

October 1, 2001

## **I. Statement of Joint Objectives**

A. **Purpose.** This agreement is made and entered into by the Department of the Interior, Bureau of Land Management (herein referred to as the Bureau) and the Student Conservation Association, Inc. (herein referred to as SCA), a private nonprofit corporation, with its principal place of business at 689 River Road, P.O. Box 550, Charlestown, New Hampshire, incorporated in the state of New York that provides youth and adults with opportunities and work experience in natural resource management serving within national parks, forest, wildlife refuges and other public lands.

B. **Objective.** SCA seeks opportunities for individuals, primarily high school and college students, to gain practical, work-related experience in natural and cultural resource management which complements academic programs, develops work-related skills, and provides experiences that enhances their job placement opportunities. SCA pursues this goal by managing programs for volunteer participants with the Bureau and other federal, state and local park and resource management agencies.

C. **Authority.** This agreement specifies the terms for the Bureau and SCA to cooperate in SCA programs. This agreement is in accord with Section 2 of Public Law 98-540 (98 Stat. 2718), an amendment to Section 307 of the Federal Land Policy and Management Act of 1976 (P.L. 94-579; Sec. 307 (b) (c)), 43 USC 1737(b)(c) that authorizes recruitment of volunteers to serve with the Bureau payment of expenses incidental to their recruitment and service.

D. **Benefits.** The Bureau benefits from accomplishment of its project work. SCA benefits from the wide range of resource management experience which participants in SCA programs are able to gain by working on Bureau projects.

## **II. Definitions.**

A. **Agreement:** This grant agreement.

B. **Assistance Officer (AO):** means the BLM's Assistance Officer. The AO is the only individual authorized to obligate funds, award, modify or terminate the agreement or any TO thereto. The AO is responsible for issuing TOs, monitoring the agreement and task(s) and TO compliance, enforcing the agreement provisions, issuing timely performance and payment approvals, terminating the agreement or any TO thereto and closing out the agreement.

C. **Assistance Representative (AR):** means the BLM's Assistance Representative. The AR will be designated for the purpose of administering the technical aspect of the agreement. The AR is authorized to clarify technical requirements, and to review and approve work that is clearly within the scope of the work specified in this agreement. The AR is not authorized to issue changes or in any other way modify this agreement.

D. BLM: means the United States Department of the Interior, Bureau of Land Management. May also be referred to as the BLM or the Bureau.

E. CFR: means Code of Federal Regulations.

F. Fiscal Year (FY): means the Federal fiscal year which extends from October 1 of one year through September 30 of the following year.

G. SCA: means the Student Conservation Association (SCA). May also be referred to as recipient.

H. Not-to-Exceed Amount (NTE): means the maximum Federal funding amount.

I. OMB: means Office of Management and Budget.

J. Task Order (TO): means the order which is issued against the agreement to obligate funds for specific services or work to be accomplished.

K. Project Manager: means the recipient's Project Manager with SCA.

L. Responsible Official: The recipient's Responsible Official. The responsible official is the individual who is authorized to act for the recipient's organization and commit the recipient to compliance with the terms and conditions of this agreement.

M. Assistance Ordering Officer (AOO): The BLM's Assistance Ordering Officer. The AOO is an individual authorized by the AO to issue TOs against this agreement. The AOO is responsible for obligating the funds, monitoring for compliance, enforcing the provisions, issuing timely performance and payment approvals, modifying, terminating, and closing out the TO. The AOO is not authorized to issue changes or in any other way modify this agreement. A Project Inspector may be appointed by the AOO for the TO.

N. CI: Conservation Intern  
RA: Resource Assistant  
CA: Conservation Associate  
CC: Conservation Crews

O. DI: Diversity Intern

P. PI: The BLM Project Inspector

### III. Project Management Plan.

A. For the period set forth in Section IV, the SCA and the Bureau shall cooperate in the placement of Conservation Interns including Resource Assistant (RAs), Diversity Interns (DIs), Conservation Associates (CAs), and/or Conservation Crews (CCs) programs participants at field levels of the Bureau in accordance with the following conditions of responsibility:

B. The SCA agrees to:

1. Recruit, appoint, place and maintain qualified individuals who are acceptable to the field area for Conservation Interns i.e. Resource Assistant, Diversity Interns and Conservation Associate positions and assign these individuals to the requesting field area. All Conservation Interns including Resource Assistants, Diversity Interns and Conservation Associates will be qualified persons at least 18 years of age.
2. Recruit and select qualified individuals and crew leaders for Conservation Crews Program participants. Crews will be composed of six (6), or eight (8) individuals of high school age plus one (1) or two (2) crew leaders; selected and placed by SCA at projects requested by the field area and agreed upon in advance by the field area and SCA.
3. Provide the following: the least expensive round-trip transportation required to locate Resource Assistants and Diversity Interns and least expensive air fare to locate Conservation Associates at the field area at the beginning of their assignment and return them at the end of their assignment; per diem during the period of travel; a travel allowance for SCA interns who live within commuting distance of their duty station; subsistence for the volunteer during the tour of duty and a uniform or clothing allowance it required by the field area; and a name tags.
4. Provide crew leaders for Conservation Crew projects. Conservation Crew leaders are to be aware of appropriate and necessary safety regulations pertaining to work projects.
5. Provide Conservation Crews with food, camping equipment, and all educational, first aid, recreational and general supplies the group requires.
6. To accept tools, materials, equipment and facilities furnished by the field area on a loan basis only; all such items shall be returned in the same condition received except for wear and tear in project use.
7. Manage and carry out all administrative functions associated with provisions of services under this Cooperative Agreement with the exception of those related to the conduct of work assignments for Conservation Interns including RAs, DIs, CAs or otherwise specified.

8. To handle all administrative records required for Resource Assistants, Diversity Interns, Conservation Associates, Conservation Crew Program participants and crew leaders.

C. The BLM agrees to:

1. Determine the acceptability of applicants provided by the SCA for the Resource Assistant and Conservation Associate positions, and to accept SCA selected Diversity Interns and high school age participants and crew leaders.

2. Provide meaningful educational work assignments, as agreed upon by the field area and the SCA to Conservation Interns i.e. Resource Assistants, Diversity Interns and Conservation Associates in areas of resource management, interpretation and recreation and related support activities. Work assignments will generally be 12 weeks in length for Resource Assistants and Diversity Interns and 26 to 52 weeks for Conservation Associates except by mutual agreement of the field area and SCA.

3. Provide projects, as agreed upon by the field area and SCA, of 5 weeks duration for Conservation Crew Program participants, including a week-long environmental education - trip. Crew projects will generally involve repair and maintenance, including such projects as erecting bridges, repairing and stabilizing historical structures, repairing and maintaining recreation facilities and trails, habitat improvement, stream restoration and other projects suitable for crews.

4. Provide appropriate supervision for work activities assigned to Conservation Interns i.e. Resource Assistants, Diversity Interns and Conservation Associates; and provide work project specifications to SCA's crew leaders of Conservation Crews Program projects.

5. Provide all training necessary for Conservation Interns i.e. Resource Assistants, Diversity Interns, and Conservation Associates to perform their assigned duties effectively and with maximum safety and make available to SCA participants, whenever feasible, other training opportunities that will enhance their service or contribute to their academic or career goals.

6. Provide all necessary tools, equipment, safety equipment, on-the-job transportation and technical assistance as required to perform the requested project(s). Participating field units will make available to SCA crew leaders a vehicle in which to transport the participants from their point of arrival and departure at the public transportation depot and supplies and equipment within the field unit's area as needed and mutually agreed to by the field unit manager and SCAs crew leader(s). The CCs will be provided appropriate camping sites with access to potable water; safety equipment will include a radio at remote locations, whenever feasible, the field unit will provide off-season storage for SCA camping equipment.

7. Provide housing, if available, including necessary cooking/eating utensils, for Conservation Interns i.e. Resource Assistants, Diversity Interns and Conservation Associates at no charge to participants or SCA, as available during the period of the participants' assignments.

8. Provide a written performance evaluation to SCA for each Resource Assistant, Diversity Intern, Conservation Associate or Conservation Crew Program crew under this Agreement.

9. Promptly, upon notification or otherwise becoming aware of an existing or potential problems of health or safety, notify the supervisor of the Resource Assistant, Diversity Intern, Conservation Associate or Conservation Crew Program crew leader of its determination and provide the crew leader with an opportunity to cure such existing or potential problems. If corrective action is not taken, the field unit may order suspension of all or part of the project activity. When satisfactory action is taken, an order to resume activities will be issued by the field area and the crew leader will promptly be provided with a copy of the order.

C. It is mutually agreed between the Parties that:

1. If the field area, in accordance with personnel regulations, hires an SCA participant as a fire fighter, that individual no longer is a part of the SCA program and is not restricted by the terms of this Cooperative Agreement. Once this participant has concluded fire duty, he or she can be reinstated under terms of this Cooperative Agreement. SCA participants shall not be assigned law enforcement or fire fighting duties but may be given fire-fighting training. Additionally, participants shall not be permitted to handle or discharge any firearms or explosives unless provided with all necessary and appropriate training.

IV. TERM OF AGREEMENT

A. This Assistance Agreement shall become effective on the date of signature of the BLM Assistance officer and shall remain in effect for the remainder of FY=02, unless terminated in accordance with the provisions of 43 CRR Subpart F, Section This agreement may be renewed for subsequent FYs (NTE a total of five), subject to the availability of Federal funding, by mutual written modification signed by both parties to this agreement.

B. Termination. A Task Order (TO) may be terminated at anytime at no cost to the Government. The SCA shall be reimbursed for commitments extending beyond the effective date of termination to a date not later than the date upon which the purchase order would have expired if not terminated under the terms, which the participating agency, in the exercise of due diligence, is unable to cancel. Payments under this agreement shall not exceed the ceiling amount specified.

11/10 = 2006  
Termination  
Date

## V. Task Orders

A. Issuance. The commitment of funds in furtherance of this Agreement shall be authorized by task orders. If any TO's are issued they will be issued in writing by the AOO and must be signed by both the authorized SCA official and the AOO to be effective.

B. Contents. A TO will contain:

1. The specifications or statement of work that will be performed under the specific TO.
2. A list of any deliverable items that are required.
3. Any necessary drawings and/or location maps.
4. The delivery schedule or completion time that has been negotiated based on the level of difficulty, site location, etc
5. A NTE amount for the task.
6. Any other detail or information necessary.

## VI. Financial Support

A. This agreement shall be funded by issuance of TOs based on the availability of BLM funding. The SCA hereby releases the BLM from all liability due to failure of Congress to appropriate funds for this agreement.

B. Funds obligated for a specific TO but not expended in that FY can be carried forward and expended in subsequent FYs for that particular TO.

C. TO's will specify the NTE amounts. The BLM shall not be obligated to pay for nor shall SCA be obligated to perform any effort that will require the expenditure of Federal funds above the NTE amount specified in that TO.

D. Cost sharing for this agreement shall be in accordance with 43 CFR, Subpart F, Section 12.923.

E. Attachment 1 details the estimated cost per participant information for the current fiscal year. This attachment shall be amended on an annual basis.

VII. Payments

A. Electronic Funds Transfer Payments

1. Payment under this agreement will be made by the Government by electronic funds transfer (through the Treasury Fedline Payment System (FEDLINE) or the Automated Clearing House (ACH)).
  2. After award, but no later than 14 days before an invoice or agreement financing request is submitted, the Recipient shall designate a financial institution for receipt of electronic funds transfer payments (SF-3881) and shall submit this designation to the issuing AOO.
  3. If a designation has been submitted to the BLM under a previous agreement it is not necessary to complete another SF-3881 unless you are changing your designation of financial institution.
- B. The SCA shall be entitled to reimbursement or advance payment at least quarterly upon submission of an original Request for Advance or Reimbursement, Standard Form (SF) 270 to the AOO. Payments shall be governed by the provisions of 43 CFR subpart F, Section 12.922 and 12.952.
- C. If advance payments are made the SCA must submit a Federal Cash Transaction Report, SF 272 to the AO 15 working days following the end of each quarter.
- D. Advance payments shall be made only in amounts necessary to meet current disbursement needs and shall be scheduled so that the funds are available only immediately prior to their disbursement. Requests for advance payment shall not be more than 85% of the total Bureau share of the cost per participant.

VIII. Property Management and Disposition

Any BLM property used or other property acquired under this agreement, including intangible property such as copyrights and patents shall be governed by the provisions of 43 CFR, Subpart F, Section 12.921 through 12.937. Any tools, materials, equipment and facilities furnished by the BLM shall be on a loan basis only and all such items shall be returned in the same condition received except for wear and tear in project use.



IX. Deliverables and Reports

Submit one copy of an annual performance report to the AR within 90 days after the end of the FY. The performance report must be prepared in accordance with 43 CFR, Subpart F, Section 12.951 and address items such as a comparison of actual accomplishments with established goals, reasons why goals may not have been met, cost overruns and any other pertinent information.

X. KEY OFFICIALS

- A. Assistance Officer (AO)  
Modestenia Bush  
Bureau of Land Management - WO 850  
1849 C Street, NW - Room 1075 LS  
Washington, DC 20240  
Telephone: 202-452-5175  
Fax: 202-452-5141
- B. Assistance Representative (AR)  
Douglas Blankinship  
Bureau of Land Management - WO 650  
1849 C Street, NW - Room 404 LS  
Washington, DC 20240  
Telephone: 202-452-5079
- C. Student Conservation Representative  
Scott C. Weaver, Senior Vice President,  
Government Relations and Marketing  
The Student Conservation Association, Inc.  
P.O. Box 550  
Charlestown, NH 03603

XI. Special Terms and Conditions

A. Order of Precedence

Any inconsistency in this agreement shall be resolved by giving precedence in the following order: (a) Any national policy requirements and administrative management standards; (b) requirements of the applicable OMB Circulars and Treasury regulations; (c) 43 CFR Part 12; (d) special terms and conditions (e) all Agreement sections, documents, exhibits, and attachments. and (f) all TO sections documents, exhibits, and attachments.

## B. Modifications

This agreement may be modified by written agreement signed by both a SCA official and the Assistance Officer. Administrative changes (i.e., AO name change) which do not change the project management plan, NTE amount, etc. or otherwise affect the recipient may be signed unilaterally by the AO.

## C. Endorsement Provision

Recipient shall not publicize or otherwise circulate, promotional material (such as advertisements, sales brochures, press releases, speeches, still and motion pictures, articles, manuscripts or other publications) which states or implies governmental, Departmental, bureau, or government employee endorsement of a product, service, or position which the recipient represents. No release of information relating to this award may state or imply that the Government approves of the recipient's work products, or considers the recipient's work product to be superior to other products or services.

All information submitted for publication or other public releases of information regarding this project shall carry the following disclaimer:

*The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government.*

Recipient must obtain prior Government approval for any public information releases concerning this award which refer to the Department of the Interior or any bureau or employee (by name or title). The specific text, layout photographs, etc. of the proposed release must be submitted with the request for approval.

A recipient further agrees to include this provision in a subaward to and subrecipient, except for a subaward to a State government, a local government, or to a federally recognized Indian tribal Government.

D. Section 623 (a) and (b) of the Treasury, Postal Service and General Government Appropriations Act, 1995. "Section 623. (a) No amount of any grant made by a Federal agency shall be used to finance the acquisition of goods or services (including construction services) unless the recipient of the grant agrees, as a condition for the receipt of such grant, to:

(1) specify in any announcement of the awarding of the contract for the procurement of the goods and services involved (including construction services) the amount of Federal funds that will be used to finance the acquisition; and

(2) express the amount announced pursuant to paragraph (1) as a percentage of the total costs of the planned acquisition.

(b) The requirements of subsection (a) shall not apply to a procurement for goods or services (including construction services) that has an aggregate value of less than \$500,000."

#### E. Procurement Procedures

It is a national policy to place a fair share of purchases with minority business firms. The Department or the Interior is strongly committed to the objectives of this policy and encourages all recipients of its grants and cooperative agreements to take affirmative steps to ensure such fairness. Positive efforts shall be made by recipients to utilize small businesses, minority-owned firms, and women's business enterprises, whenever possible. Recipients of Federal awards shall take all of the following steps to further this goal:

1. Ensure that small businesses, minority-owned firms, and women's business enterprises are used to the fullest extent practicable.

2. Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women's business enterprises.

3. Consider in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women's business enterprises.

4. Encourage contracting with consortiums of small businesses, minority-owned firms and women's business enterprises when a contract is too large for one of these firms to handle individually.

5. Use the services and assistance, as appropriate, of such organizations as the Small Business Development Agency in the solicitation and utilization of small business minority-owned firms and women's business enterprises.

#### F. Minority Business Enterprise (MBE) Utilization Information

The SCA shall submit NSS utilization Information to the AOE within 15 days following the end of each Federal fiscal Quarter (December 31, March 31, June 30 and September 30) if this agreement involves the procurement of supplies, equipment, construction or services in excess of \$10,000. The information to be reported will include the number of sub-agreements or contracts awarded to minority enterprises and the dollar value of those awards.

G. Status of SCA Participants. It is understood that service under this Assistance Agreement shall not count toward career status in government service nor toward the accumulation of, or eligibility for, benefits available to Federal employees. However, for the purpose of tort claims provisions of Title 28 of the United States Code and for the purposes of subchapter 1 of Chapter 81 of Title 5 of the United States Code relating to work injuries, SCA participants shall be deemed Federal employees. All conservation interns should register as BLM Volunteers at the BLM duty site.

H. SCA Insurance: The SCA shall maintain comprehensive liability insurance of not less than \$3,000,000 per occurrence for bodily injury and property damage subject to the usual and customary policy conditions (including standard exclusion on vehicles licensed for highway use and on property in the care, custody and control of the policyholder). The U.S. Government shall be included as an additional insured under terms of this coverage to the extent its interest may appear. In addition, SCA shall maintain its current accidental health, dismemberment and injury insurance for all participants.

I. SCA shall assist the Bureau in its investigation, whenever required, of any accident involving any participant or crew leader under this Cooperative Agreement. In the event of such accident, SCA shall be deemed a temporary consultant for purposes of such investigation and shall be provided access on a confidential basis to all investigative records and reports compiled or prepared by the Bureau concerning such accident.

#### XII. General Provisions

A. National Policy Requirements and Administrative Management Standards. All applicable national policy requirements and administrative management standards as set forth in the Office of Management and Budget, Financial Management Division, Directory of Policy Requirements and Administrative Standards for Federal Aid Programs are incorporated by reference.

B. 43 CFR Part 12, Administrative and Audit Requirements and Cost Principles for Assistance Programs is incorporated by reference.

C. OMB Circular A-122, Cost Principles for Nonprofit Organizations is incorporated by reference.

D. 43 Code of Federal Regulations (CFR) Part 12, Appendix A to Subpart D, Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transaction and completed Form DI-2010 are incorporated by reference.

E. 43 CFR Part 12, Appendix C to Subpart D, Certification Regarding Drug-Free Workplace Requirements, Alternate I (Grantees other than individuals) and completed Form DI-2010 are incorporated by reference.

F. Single Audit Act Amendments of 1996, Public Law 104-156, 110 Stat. 1396, 31 U.S.C. 750 1-7 and 43 CFR, Part 12, is incorporated by reference.

G. Compliance With Buy American Act. Pursuant to Sec. 307 of the Department of the Interior and Related Agencies Appropriations Act of 2000, Public Law 106-113, be advised of the following:

1. None of the funds made available in this agreement may be expended by a recipient unless the recipient agrees that in expending the funds the recipient will comply with sections 2 through 4 of the Act of March 3, 1933 (41 U.S.C. 10a-10c; popularly known as the "Buy American Act").

2. Purchase of American-made equipment and products. In the case of any equipment or product that may be authorized to be purchased with financial assistance provided using funds made available in this Act, it is the sense of the Congress that entities receiving the assistance should, in expending the assistance, purchase only American-made equipment and products.

3. Recipient also agrees to follow the procedures in 43 CFR Part 12, Subpart E, Section 12.700 - Buy American Requirements for Assistance Programs.

H. Opposition to Any Legislation. Recipient shall not use any part of the Government's funds for any activity or the publication or distribution of literature that in any way tends to promote public support or opposition to any legislative proposal on which Congressional action is not complete.

I. 31 U.S.C. 1352, Certification Regarding Lobbying and completed Form DI-2020 are incorporated by reference.

J. Increasing Seat Belt Use in the United States. Recipients of grants/cooperative agreements and/or sub-awards are encouraged to adopt and enforce on-the-job seat belt use policies and programs for their employees when operating company-owned, rented, or personally owned vehicles. These measures include, but are not limited to, conducting education, awareness, and other appropriate programs for their employees about the importance of wearing seat belts and the consequences of not wearing them.

K. Grant/Cooperative Agreement Provision. Recipient shall not use any part of the appropriated funds from the Interior and Related Agencies Appropriation Act, FY 2001, for any activity or the publication or distribution of literature that in any way tends to promote public support or opposition to any legislative proposal on which Congressional action is not complete.

**BUREAU OF LAND MANAGEMENT  
AND  
THE STUDENT CONSERVATION ASSOCIATION, INC.  
Cost Information for Program Year 2002**

**Resource Assistants (Alaska and Hawaii)**

Subsistence	\$ 971
Transportation	900
Conference/Evaluation	35
Patches/Name Tags	13
Recruiting	483
Program Support	<u>479</u>
Subtotal	2,881
Administration:	
Standard Overhead Rate(28.3%)	815
TOTAL	\$ 3,696
SCA Share: (18.6%)	\$ 687
BLM Share: (81.4%)	\$ 3,009

**Resource Assistants (Continental USA)**

Subsistence	\$ 673
Transportation	360
Conference/Evaluation	35
Patches/Name Tags	13
Recruiting	483
Program Support	<u>479</u>
Subtotal:	\$ 2,043
Administration	
Standard Overhead Rate (28.3%)	<u>578</u>
TOTAL:	\$ 2,621
SCA Share: (13.5%)	\$ 354
BLM Share: (86.5%)	\$ 2,267

NOTE: This cost information is based on a twelve week (12) position. Positions that extend beyond twelve weeks will be assessed an additional administrative charge of \$24.00 per week over and above twelve weeks. This additional cost will be 100% agency funded.

Subsistence: Based on the usual rate of \$50.00 per week/per participant over 12 weeks. Rates are slightly higher in some areas.

Transportation: A travel grant is based upon least expensive fare and includes a per diem allowance from the participant's home to the field site. Transportation also includes the cost of transportation relating to career and educational services provided throughout the year.

Recruitment: Recruiting costs include those items relating to recruiting an adequate pool of applicants for participation in diversity training and selection for field experiences; visiting schools, mailings, postage, printing, etc., associated with these activities. Recruiting is performed on a regional and national basis.

Career & Educational Services: Diversity programming provides year round services to its participants. These services includes mentoring, counseling, environmental educational, field studies and placement services. Participants who successfully complete participation in diversity programs are also eligible for an educational grant included in this cost category.

Throughout the course of the program, participants are provided with training services may include participation, internships and field program training.

Evaluation: Staff travel and other expenses incurred to evaluate performance throughout the year and the use of outside resources in developing appropriate evaluation systems are considered direct costs and are averaged over the population.

Program Support: Those items relating to regional salaries and expenses for selecting, placing and managing student participation in CCDP including the management of year round services and field experiences.

Administration: Indirect costs include expenses associated with running the Association and common costs incurred in managing its programs. These costs include Program Direction; legal and accounting services, depreciation, rent, servicing the Association's Board, promotion and marketing and employee benefits.

#### CONSERVATION ASSOCIATES

Cost Shared Expenses:	BLM	SCA	TOTAL
Subsistence	\$ 7,613	1,343	\$ 8,956
Transportation	340	60	400
Housing	4,590	810	5,400
Health Insurance	1,030	182	1,212
Recruitment	495	88	583
Program Support	2,518	446	2,962
SUBTOTAL	16,586	2,928	19,513
Administration (28.3%)	4,694	828	5,522
TOTAL EXPENSE:	\$ 21,280	3,755	\$25,035
	(85%)	(15%)	



Subsistence: Based on the usual rate of \$50.00 per week/per participant over 12 weeks. Rates are slightly higher in some areas. AmeriCorps educational awards will be offered as an option to participants at no cost to the agency.

2. Transportation: A travel grant is based upon least expensive fare and includes a per diem allowance.

3. Conference/Evaluation: Staff travel and other expenses incurred to evaluate performance in the field is considered a direct cost and is averaged over the population.

4. Patches, Name Tags: Patches and name tags for each Resource Assistant.

Recruiting: Recruiting costs includes those items relating to recruiting an adequate pool of applicants; visiting schools, mailings, postage, printing, etc., associated with these activities.

6. Program Support: Those items relating to salaries and expenses for placing and managing volunteer payments, materials, communications with agency personnel.

7. Administration: Indirect cost include expenses associated with running the Association, and common costs incurred in managing its' programs. These costs include Program Direction; Legal and Accounting services, Depreciation, servicing the Association's board, Promotion and Marketing; and employee benefits.

#### Diversity Interns

Subsistence	\$ 673
Transportation	500
Recruitment	685
Career & Educational Services	4,012
Training	222
Evaluation	65
Program Support	<u>3,330</u>
Subtotal	\$ 9,487
Administration	
Standard Overhead Rate (28.3%)	2,685
TOTAL:	\$ 12,172
SCA Share - 77%	9,362
BLM Share - 23%	\$ 2,810

NOTE: This cost information is based on a year-round program support which is integral to diversity programming. The agency cost-share is directly related to a twelve field position of the year-round activity. Field positions that extend beyond twelve weeks will be assessed an additional administrative charge of \$24.00 per week over and above ten weeks. This additional cost will be 100% agency funded.

1. Subsistence: Based on the usual rate of \$160 per week/per participant over 52 weeks. Incremental costs of FICA and workers compensation are included for those who select an AmeriCorps educational award.

2. Transportation: A travel grant based on the least expensive air fare.

3. Housing: Due to the length of service, it is important that comfortable housing is available to the participant. The housing allotment will be provided if there is no available housing at the participating site. The allotment is based upon \$450 per month for 12 months. If free housing is available, the cost estimate will be reduced accordingly.

4. Recruitment and Program Support: Recruiting costs include those items relating to recruiting an adequate pool of applicants, visiting schools, mailings, postage, printing, etc., associated with these activities. Program support includes those items relating to salaries and expenses for placing and managing volunteer payments, materials, communications with agency personnel and evaluation.

5. Administration: Indirect costs include expenses associated with managing the SCA and common costs incurred in managing its programs. These costs include program direction, legal and accounting services, depreciation, servicing the SCA Board, promotion and marketing and employee benefits.

#### High School Work Crews:

<u>FORMAT</u>	<u>#VOLUNTEERS</u>	<u>#LEADERS</u>	<u>COST</u>	<u>SHARE</u>	<u>SHARE</u>	<u>SHARE</u>
ALPHA	6	1	\$17,885	3,985	13,900	22/78
BRAVO	6	2	21,282	4,882	16,400	23/77
CHARLIE	8	2	24,845	6,595	18,250	27/73

#### ALASKA AND HAWAII

ALPHA	6	1	\$21,094	4,844	16,250	23/77
BRAVO	6	2	22,929	5,979	16,950	26/74
CHARLIE	8	2	28,963	7,663	21,300	26/74

The Association and the Bureau shall contribute a cost-share as stated above to all High School Work Crew Programs.

Cost Per Crew - Continental U.S.

#### Alpha Bravo Charlie

1. Crew Leader Stipends	3,076	4,194	4,126
2. Subsistence	1,764	2,016	2,520
3. Camping Supplies & Equipment	539	656	820
4. Participant Financial Aid	210	210	280
5. Conference/Evaluation	1,272	1,395	1,524

6. Transportation	1,197	1,446	1,601
7. Miscellaneous Supplies	225	250	300
8. Clothing	115	136	170
9. Education	175	200	250
10. Recruiting	1,650	1,700	2,450
11. Program Support	<u>3,717</u>	<u>4,385</u>	<u>5,323</u>

Subtotal: 13,940 16,588 19,364

12. Administration:

Standard Overhead Rate (28.3%)

3,945 4,694 5,480

TOTAL: \$ 17,885 21,282 24,845

SCA Share: \$ 3,985 4,882 6,595

BLM Share: \$13,900 16,400 18,250

1. Crew Leader Stipend: Crew Leaders are independent contractors engaged by the Association for a specific project in accordance with a fee scale determined by the years of service, number of participants in the group and number of weeks in the project. These costs are averaged over the High School Program population.
2. Subsistence: Food is estimated on a formula which considers number of participants, number of days, location of project, location in which supplies are purchased and opportunities for bulk orders.
3. Camping Supplies & Equipment: Amortized cost of capital equipment (averaged over the population) including tents, stoves, packs, sleeping bags. Cost of equipment is amortized over three years.
4. Participants Financial Aid: Only disadvantaged participants receive travel assistance which is generally limited to bus fare. The cost is averaged over the population for budget purposes.
5. Conference/Evaluation: Expenses of staff members to assist the opening and closing of projects, to evaluate projects and confer with participants and crew leaders in the field, and to assist in emergencies. This expense is averaged over the population.
6. Transportation: Travel of supervisors to orientation, training, pre-visit to area, beginning and terminating of project and post-project evaluation.
7. Miscellaneous Supplies: Utensils, gloves, pots - equipment of short-term life and low costs.
8. Clothing: Participants are required to wear patches and T-Shirts to identify them as SCA participants.
9. Education: Books, maps, environmental education materials, first aid supplies, and recreation equipment.

0. Recruiting: Those items relating to recruiting an adequate pool of applicants; visiting schools, mailing postage, printing, etc., associated with these activities.

1. Program Support: Those items relating to salaries and expenses for placing and managing volunteers and crew leaders; agency personnel communications, production and distribution of program materials; program insurance; and other costs incurred in support of programs.

2. Administration: Indirect costs include expenses associated with running the Association and common costs incurred in managing its' programs. These costs include Program Direction; legal and accounting services, rent, servicing the Association's board, promotion and marketing and employee benefits.

IN WITNESS THEREOF, the parties hereto agree to the fiscal commitments for program year 2002, as described in this Cost Information for Program Year 2002 to the Cooperative Agreement \_\_\_\_\_, as of the date therein written.

Bureau of Land Management

The Student Conservation Association,  
Inc.

Modestenia Bush

Name: Modestenia Bush  
Title: Assistance Officer

Date: October 1, 2001

Mark Bodin, EVP, COO  
for Scott C. Weaver  
Senior Vice President  
Government Relations/Marketing  
September 14, 2001